



ROSTER OF TENANTS

Property Address: _____

Property Owner: _____

Property Owner's Full Address: _____

Property Owner Phone: _____ Cell: _____

Tenant: _____ Employer: _____

Tenant: _____ Employer: _____

Tenant: _____ Employer: _____

Tenant: _____ Employer: _____

Primary Tenant: _____ Phone: _____ Cell: _____

Move In Date: _____ Move Out Date: _____

In compliance with Article XIX of the New Carlisle Income Tax Rules and Regulations:

This roster is required to be submitted to the Tax Division by the end of the month following a change of tenants (move-ins and move-outs).

This form shall also serve as the semi-annual roster which is required to be submitted to the Tax Division on or before January 31 and July 31 of each year.

A separate roster must be completed for each property that is occupied by someone other than the owner. All persons, age eighteen and older, should be listed on this form.

This form is available at newcarlisleohio.gov under Quick Links – Taxes. Rosters may be personally delivered, faxed, or mailed to the New Carlisle Income Tax Division. If you have any questions, please contact this Department at 937-845-9492.